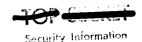
Approved For Release 2000/09/12 : CIA-RDP79-01041A000100020017-5





25X9A2

Spec. Asst. (Admin.) to DD/I Diary

Tuesday, 23 December 1952

1. O/CI, discussed with me informally the possibility of at least certain of the administrative functions being centralized for the DD/I area rather than their being handled on an individual basis by each of the offices. I advised him that recognizing the present centralization of the administrative functions under the DD/A that it did not appear appropriate to have any functions provided for centrally by the DD/I. Rather, under the present concept, offices should only require a minimum administrative staff to serve largely as liaison between the IAD and the DD/A staffs. It was agreed that the plans worked out with Procurement and Supply to provide a full-time Building and Supply Officer to serve M and Q Buildings beginning early in January should relieve the Administrative staffs of the IADs of some of the current workload involved in the procurement of supplies, equipment, building maintenance, etc.

25X1A9a

2. Discussed with (0/SI) the current situation con25X1A6aerning the cutback It is their understanding that a preliminary
25X1A6aegreement has been reached to permit a staff for
the Scientific Division. (It is not clear whether this pertains to the third
25X9A2 phase just the first phase.) They agreed (which is in line with my
25X1A9aiscussion with last Saturday) that if they could retain this
number under the reduction, that it would be sufficient to carry on the function adequately.

25X1A9a

